



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Violent Crime Response Team Standard Operating Procedures Collecting Currency

10.33 Collecting Currency

10.33.1 Purpose

This procedure provides general guidelines on how to document and collect currency.

10.33.2 Equipment & Reagents

Note taking materials

Camera

Packaging materials

10.33.3 Procedure

10.33.3.1 All currency should be photographed before being handled or collected whenever possible.

10.33.3.2 Currency should be visually inspected for trace evidence. Any currency found to contain trace evidence should be properly secured and collected before being transferred to the laboratory.

10.33.3.3 All currency, whether collected or not, shall be counted with another individual (preferably a VCRT member) as a witness and the exact amount shall be documented in their notes. There may be certain situations where this step may be omitted (e.g., collections of coins, etc.). These exceptions should be documented.

10.33.3.4 The witness should document the exact amount by either initialing it in the original documenters notes or recording it in their own notes.

10.33.3.5 If the currency is collected as evidence, the exact amount should be written on the evidence log as well.